

PHA Plans

5 Year Plan – Not Included
Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Alameda

PHA Number: CA062

PHA Fiscal Year Beginning: 07/2001

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☒ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☒ Other (list below)
Office of the Esperanza Resident Management Council

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Not included.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- ☒ Admissions Policy for Deconcentration (**Attachment A**)
- ☒ FY 2001 Capital Fund Program Annual Statement (**Attachment B**)
- ☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- ☒ PHA Management Organizational Chart (**Attachment C**)
- ☒ FY 2001 Capital Fund Program 5 Year Action Plan (**Attachment B**)
- ☒ Public Housing Drug Elimination Program (PHDEP) Plan (**Attachment D**)
- ☒ Comments of Resident Advisory Board or Boards (**Attachment E**)
- ☒ Other (List below, providing each attachment name)
 - Implementation of Public Housing Community Service Requirements (**Attachment F**)
 - Pet Policy Description (**Attachment G**)
 - Statement of Progress in Meeting Five-Year Plan's Mission and Goals (**Attachment H**)
 - Resident Member on the PHA Governing Board (**Attachment I**)
 - Membership of the Resident Advisory Board or Boards (**Attachment J**)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Five Year and Annual Plan
X	State/Local Government Certification of Consistency with the Consolidated Plan	Five Year and Annual Plan

X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	Five Year and Annual Plan
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures

	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the “Overall” Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being “no impact” and 5 being “severe impact.” Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	2078	5	5	2	N/A	3	3
Income >30% but <=50% of AMI	2161	5	5	2	N/A	3	3
Income >50% but <80% of AMI	2834	4	4	2	N/A	2	3
Elderly	1358	4	4	1	4	1	3
Families with Disabilities	788	5	5	2	5	3	3
White	4423	5	4	2	N/A	2	2
Black	576	5	4	2	N/A	2	2
Hispanic (all races)	942	5	4	2	N/A	2	2
Native American	30	5	4	2	N/A	2	2
Asian/Pacific Isl.	1102	5	4	2	N/A	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s Alameda County Home Consortium
Indicate year: FY1995-FY1999
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset Online data available based on 1990 Census
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA’s waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	4,663		Approx. 450
Extremely low income <=30% AMI	3,647	78.2	
Very low income (>30% but <=50% AMI)	799	17.1	
Low income (>50% but <80% AMI)	217	4.7	
Families with children	3,720	79.8	
Elderly families	295	6.3	
Families with Disabilities	698	15.0	
White	427	9.2	
Black	3,577	76.7	
Hispanic (all races)	152	3.3	
Native American	44	0.9	
Asian/Pac. Islander	496	10.6	
Other	0	0.0	
Characteristics by Bedroom Size (Public Housing Only)	The PHA maintains a combined list – not just public housing.		
1BR	18	0.4	
2 BR	1,424	30.2	
3 BR	2,480	52.6	
4 BR	659	14.0	
5 BR	112	2.4	
5+ BR	19	0.4	

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
If yes:
How long has it been closed (# of months)? 25
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available

- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- ☒ Other: (list below)
Families on the waiting list at or below 30% of AMI are offered housing assistance first.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☒ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☐ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government

- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$ 71,634	
b) Public Housing Capital Fund	251,145	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	11,719,283	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	27,507	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	445,507	To operate complex and programs
4. Other income (list below)		
Audit reimbursement	1,200	For indep. audit
Miscellaneous	400	Operations
4. Non-federal sources (list below)		
Total resources	\$12,516,676	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- ☒ When families are within a certain number of being offered a unit: (state number)
20
- ☐ When families are within a certain time of being offered a unit: (state time)
- ☐ Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☒ Other (describe) – Credit History
- c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)
- b. Where may interested persons apply for admission to public housing?
- ☐ PHA main administrative office
- ☐ PHA development site management office
- ☒ Other (list below)

The Housing Authority's waiting list is currently closed. The location where applications were last distributed (when the waiting list was opened for one day on March 13, 1999)

was a local school. Applications, however, were to be submitted to the Housing Authority's administrative office by April 2, 1999.

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☐ One
- ☐ Two
- ☒ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

The Housing Authority maintains only one waiting list for public housing and Section 8 applicants.

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- ☒ Emergencies
- ☒ Overhoused
- ☒ Underhoused
- ☒ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs (if they graduated)
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Special Provisions Preference -- Applicants with a Special Provision preference include:

- 1) Low-or very low-income Applicants who resided at the Harbor Island Apartments (formerly Bridgeport Apartments) prior to September 1987,

referred to and accepted by the Owner, have first priority to obtain Housing Choice Vouchers for any new construction units funded by the Affordable Housing Fee (i.e. Infill New Construction Program), redevelopment or Proposition 84 funds¹.

- 2) Managed housing program tenants required to move out of managed housing due to special circumstances and approved by the Executive Director.
 - 3) Homeless single women when being considered for the Bessie Coleman SRO Section 8 Mod Rehab program only. Homeless are those who, without the intervention of a HUD-administered program, would (or imminently will) spend the night in a shelter or in a place not meant for human habitation.
 - 4) Applicants requiring a handicapped-accessible unit.
 - 5) Applicants for special programs, such as the Welfare-to-Work and Mainstream Voucher programs.
3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs (if they graduate)
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

¹ Refer to the excerpt from the settlement arising from the action entitled Clayton Guyton and Modessa Henderson v. City of Alameda, No. 646480-8 (appendix C) for further explanation on this preference.

- 1 The PHA employs the following admissions preferences first and then will apply date and time of application:

Points are not assigned for "Special Provisions" preferences. Applicants who qualify for special programs (e.g., Bessie Coleman SRO Section 8 Mod Rehab, Mainstream or Welfare-to-Work Vouchers) will be placed on lists specific to those programs in order of the date and time the application was received.

Other preferences have point values, which determine, in addition to the date and time of applications, the Applicant's order of placement on the waiting lists. The Broad Range of Income Priority points are applied only after the 40 percent projected extremely low-income target for admissions in public housing has been met. The point values are:

<u>Points</u>	<u>Preference</u>
9	Residency
8	Broad Range of Income Priority 1
7	Broad Range of Income Priority 2
2	Members of the military or Veterans

Points are cumulative. Applicants with the most points and earliest application are ranked higher on the waiting list. The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences. Notwithstanding the above, families who are elderly or disabled will be offered housing before other single persons.

4. Relationship of preferences to income targeting requirements:

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

- a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
☒ The PHA's Admissions and (Continued) Occupancy policy
☒ PHA briefing seminars or written materials
☒ Other source (list):
1) Code of Federal Regulations located at local library, PHA office, Office of Esperanza Resident Management Council
2) House Rules located on bulletin boards at complexes and given to residents with lease

- b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
☒ Any time family composition changes
☐ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing

- a. ☒ Yes ☐ No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. ☐ Yes ☒ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)
- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- ☐ Criminal or drug-related activity (see below)
☒ Other (describe below)

Upon receipt of a Request for Lease Approval by the Housing Authority, Owners may request, and the Authority will provide, specific information about the family being considered for tenancy. The Authority will provide the following information:

- The family's current address as provided by the Applicant; and
- The name and address, if known, of the Owner/Landlord of the family's current and prior places of residence.

The Housing Authority will only respond to specific questions asked by Owners and only when the Authority has documentation to confirm the accuracy of the information being provided. Information may be released if contained in the following types of documents:

- 1) Notices of lease violation or termination
- 2) Unit inspections
- 3) Owner claims for unpaid tenant rent and damages
- 4) Records of illegal drug activities as reported in newspapers or other public records
- 5) Tenant rent accounts (for tenants of Housing Authority-managed housing units)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- ☐ None
☒ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☒ Other federal or local program (list below)

In addition to public housing and Section 8 tenant-based assistance, the Housing Authority owns and manages several complexes. The types of applicants vary. Only applicants for units with HOME rents and for Independence Plaza, a senior housing facility, a non-HUD supported complex, are not on a common waiting list.

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☐ PHA main administrative office
☒ Other (list below)

The Housing Authority's waiting list is closed. When the Housing Authority recently opened its waiting list, for one day only (March 13, 1999), applications were distributed at a local school. Submission, however, was at the Authority's administrative office by April 2, 1999.

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Housing Choice Vouchers generally are issued for an initial term of 60 days with an option for two 30-day extensions. If the vacancy rate for rental housing in Alameda is less than 4 percent, however, the Housing Authority will issue Vouchers for an initial term of 120 days.

If the Housing Authority is issuing Vouchers with an initial term of 60 days, a person with a disability may request an initial term of 120 days to have an equal opportunity to seek housing. Such request will be approved upon verification of need.

If at the end of the 120-day period, an applicant family has not located a suitable unit, the applicant may request an extension. The applicant must submit to the Housing Authority a list of contacts with prospective lessors and the results of the contacts from the past 120-day period and have the family eligibility re-established.

The Housing Authority will determine on a case-by-case basis if a final 60-day extension will be granted, based on the information.

Expiration of a Housing Choice Voucher will not preclude the holder from filing a new application for another Housing Choice Voucher if the Authority is accepting applications and the Applicant continues to be eligible.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☒ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs (If they graduate.)
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Special Provisions Preference -- Applicants with a Special Provision preference include:

- 1) Low-or very low-income Applicants who resided at the Harbor Island Apartments (formerly Bridgeport Apartments) prior to September 1987, referred to and accepted by the Owner, have first priority to obtain Housing Choice Vouchers for any new construction units funded by the Affordable Housing Fee (i.e. Infill New Construction Program), redevelopment or Proposition 84 funds².
- 2) Managed housing program tenants required to move out of managed housing due to special circumstances and approved by the Executive Director.
- 3) Homeless single women when being considered for the Bessie Coleman SRO Section 8 Mod Rehab program only. Homeless are those who, without the intervention of a HUD-administered program, would (or imminently will) spend the night in a shelter or in a place not meant for human habitation.
- 4) Applicants requiring a handicapped-accessible unit.
- 5) Applicants for special programs, such as the Welfare-to-Work and Mainstream Voucher programs.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either

² Refer to the excerpt from the settlement arising from the action entitled Clayton Guyton and Modessa Henderson v. City of Alameda, No. 646480-8 (appendix C) for further explanation on this preference.

through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

2 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply) – See below for ranking.

- ☐ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans’ families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

1 The PHA will apply the following preferences first prior to applying date and time of application:

Points are not assigned for “Special Provisions” preferences. Applicants who qualify for special programs (e.g., Bessie Coleman SRO Section 8 Mod Rehab, Mainstream or Welfare-to-Work Vouchers) will be placed on lists specific to those programs in order of the date and time the application was received.

Other preferences have point values, which determine, in addition to the date and time of applications, the Applicant’s order of placement on the waiting lists. The Broad Range of Income Priority points are applied only after the 40 percent projected extremely low-income target for admissions in public housing has been met. The point values are:

<u>Points</u>	<u>Preference</u>
9	Residency
8	Broad Range of Income Priority 1
7	Broad Range of Income Priority 2
2	Members of the military or Veterans

Points are cumulative. Applicants with the most points and earliest application are ranked higher on the waiting list.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences. Notwithstanding the above, families who are elderly or disabled will be offered housing before other single persons.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- ☒ This preference has previously been reviewed and approved by HUD
☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

- b. How does the PHA announce the availability of any special-purpose Section 8 programs to the public?

- ☐ Through published notices
☒ Other (list below)

The Housing Authority surveyed between 500 and 1000 families on the waiting list to determine those families that might be eligible for special-purpose Section 8 programs (e.g., Welfare-to-Work Vouchers). As a contingency plan if not enough eligible families are found on the existing waiting list, the Housing Authority will contact agencies and community-based organizations that work with families who would likely be eligible for these programs.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

The Housing Authority has adopted only the non-discretionary hardship exemptions.

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. ☒ Yes ☐ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

The Housing Authority has established the following fixed rents as options to the standard 30% of adjusted income rent, which is unchanged:

One Bedroom \$450

Two Bedroom	\$600
Three Bedroom	\$700
Four Bedroom	\$800
Five Bedroom	\$850

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☒ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- ☐ Yes for all developments
- ☐ Yes but only for some developments
- ☒ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☐ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☐ Market comparability study
- ☐ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☐ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- ☒ Other (list below)

Tenants must report changes in income or family composition within 14 days of the occurrence. If the change results in an upward adjustment to the rent, the Housing Authority does not raise the rent amount until the next regularly scheduled re-examination.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☒ Survey of similar unassisted units in the neighborhood
- ☐ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☐ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- ☐ Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)

- ☐ Annually
- ☒ Other (list below)

Recently with the rapidly changing local housing market, the Housing Authority has been conducting this re-evaluation at six-month intervals.

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

[Note: The Housing Authority has established a \$25 minimum rent for Section 8 New Construction only – Parrot Village and Eagle Village complexes. The above applies to tenant-based Section 8 only.]

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

The Housing Authority has adopted only non-discretionary hardship exemptions.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☒ An organization chart showing the PHA's management structure and organization is attached. **Attachment C**
☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families	Expected
--------------	-------------------	----------

	Served at Year Beginning	Turnover
Public Housing	120	10
Section 8 Vouchers	1168	Combined 97
Section 8 Certificates	184	See above.
Section 8 Mod Rehab	30	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
- Mainstream Vouchers	75	0
- Welfare-to-Work Vouchers	100	0
Public Housing Drug Elimination Program (PHDEP)	120	N/A
Other Federal Programs(list individually)		
Capital Fund	120	N/A

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

Housing Programs

Admissions and Continued Occupancy Policy

Pet Policy (Esperanza)

Parking Permit Procedures (Managed Housing Programs)

Community Room Usage for Special Events and Facility Use and
Rental

Removal of (former tenant) Articles from Work

Reception

Disclosure Requirements for Lead-Based Paint

Revised Painting Policy (Managed Housing)

Procedures for Accessing Criminal History Information

Finance and Recordkeeping

Payment Collection

Section 3—Employment Opportunities in Assisted Projects

Cost Allocation Plan for Fiscal Year 2000-2001
Aged Trial Balance Report
Procurement Policy and Procedures
Capitalization and Fixed Assets Policy
Disposition of Surplus Personal Property Policy
Statement of Economic Interest
Standardized Photocopy Fees
Investment Policy
Records Retention and Disposition Policy and Procedures
Claims Board Procedures

Commission and Board

Procedures for Accepting Documents for Commission Meetings
Agenda Preparation / Board and Commission Meetings
Guidelines for Preparing Staff Reports for Agenda Packets
Procedures for Holding Public Meetings

(2) Section 8 Management: (list below)

Housing Programs

Administrative Plan
Fire Safety (Section 8 Units)
Outgoing Portability (Section 8 Units)
Reception
Disclosure Requirements for Lead-Based Paint
Informal Reviews and Informal Hearings (Section 8 Programs)
Procedure for Accessing Criminal History Information

Finance and Recordkeeping

Payment Collection
Cost Allocation Plan for Fiscal Year 2000-2001
Aged Trial Balance Report
Procurement Policy and Procedures
Capitalization and Fixed Assets Policy
Disposition of Surplus Personal Property Policy
Statement of Economic Interest
Standardized Photocopy Fees
Investment Policy
Records Retention and Disposition Policy and Procedures
Claims Board Procedures

Commission and Board

Procedures for Accepting Documents for Commission Meetings
Agenda Preparation / Board and Commission Meetings
Guidelines for Preparing Staff Reports for Agenda Packets

Procedures for Holding Public Meetings

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B**

-or-

☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) **Attachment B**

-or-

☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ☐ Revitalization Plan under development
☐ Revitalization Plan submitted, pending approval
☐ Revitalization Plan approved
☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
 If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
 If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
 If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:

1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name:

1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/28/99

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

- ☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	None	None
Section 8	16	16

- b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☒ Observed lower-level crime, vandalism and/or graffiti
- ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☒ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- ☐ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

The Housing Authority has only one public housing complex called Esperanza.

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☒ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

The Housing Authority has only one public housing complex called Esperanza.

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2001 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- ☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☒ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2001 in this PHA Plan?
- ☒ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment D)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See **Attachment G**.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? none
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD? N/A
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☒ Development-based accounting
 - ☒ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached as **Attachment E**
☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations
☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)
- b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (Alameda County Home Consortium)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☐ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The Housing Authority has set the goal to "Maintain and expand quality, safe and affordable housing throughout the city of Alameda." To achieve this goal, the Housing Authority has established the following objectives:

1. Maintain the existing 572 rental housing units and maintain housing currently available under the Section 8 program.
2. Lease up 40 additional families in the Section 8 program.
3. Work toward moving 20 families into homeownership by 2005.
4. Work toward developing 50 additional managed housing units by 2005.
5. Work toward adding 50 additional landlords to the Section 8 program by 2003.

The Housing Authority has established the following Guiding Principles as well:

- 1) Our services, policies and staff considerations shall reflect the agency's value for inclusiveness, diversity and culturally sensitive services.
- 2) Our agency goals will be achieved by ongoing collaboration with customers and community partners.

- ☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Housing Authority's goals, guiding principles and objectives are consistent with the initiatives contained in the Consolidated Plan, which state:

1. Increase the availability of affordable rental housing for low- and moderate-income households.
2. Preserve existing affordable rental and ownership housing for low- and moderate-income households.
3. Assist low- and moderate-income first-time homebuyers.
4. Reduce housing discrimination.
5. Enhance accessibility for individuals with physical disabilities.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Definition of "Substantial Deviation"

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans of the Housing Authority of the City of Alameda that fundamentally change the mission, goals, or policies contained in the Five-Year Plan or Annual Plan of the agency and which require formal approval of the Housing Commission.

Attachment A
HOUSING AUTHORITY OF THE CITY OF ALAMEDA
DECONCENTRATION POLICY AND TARGETING

The policy and process for managing and promoting the deconcentration of poverty in the Esperanza (public housing) complex is founded on the premise there are distinct social and agency benefits to be derived from promoting and maintaining affordable housing developments which are occupied by families that have a range of incomes and that are not concentrated by very-low income families. This premise is recognized not only as an agency policy and goal, but also as a requirement of law.

Deconcentration and income mixing for Esperanza results in the formation of a more stable and cohesive resident community. Working families become positive role models for other families in the community who still rely on public assistance. The increased rental revenue also reduces the Housing Authority's dependence on the federal government.

Income Targeting

Esperanza (public housing): At least 40 percent of families admitted to public housing by the Housing Authority must have incomes that do not exceed 30 percent of the area's median income. The Housing Authority may admit less than 40 percent of the families with incomes below 30 percent of the median income (extremely low income families) in a fiscal year to the extent that they have provided more than 75 percent of newly available vouchers to very poor families. This provision is called "fungibility."

The Housing Authority has the flexibility with its public housing targeting requirements if it increases its Section 8 targeting. The maximum flexibility that can be applied to public housing is 10 percent. To use fungibility, the Housing Authority must demonstrate that a percentage of its public housing units in high poverty areas are occupied by families with incomes that exceed 30 percent of income, and that 75 percent of residents in the Section 8 program are very-low income. Once the targeting requirements are met, the Housing Authority may serve additional households up to 80 percent of median income in its public housing program.

Eagle Village and Parrot Village (Section 8 New Construction): There is no "fungibility" option for families receiving assistance under this program. The Housing Authority is required to target not less than 40 percent of units which become available each year to families with incomes that do not exceed 30 percent of the area's median income.

Deconcentration Efforts

The Housing Authority will achieve deconcentration of poverty and income-mixing at Esperanza by bringing higher income families into the complex. Each year the Housing Authority will conduct an analysis of tenant income and income mix data within the complex to determine the percentage of households that are very low income compared with those with incomes above the very low standard. If the analysis shows a majority of household incomes are above the very low income standard, the complex will be designated a "higher income complex." It will be designated a "lower income complex" if the majority of households have incomes at or below the very low standard.

Implementation of the Housing Authority's deconcentration efforts will not impose or require any specific income or racial quota for this complex.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA
DECONCENTRATION POLICY

New Admissions

As stated in the preferences section of this policy, the Housing Authority will continue to implement the “broad range of income” policy to avoid concentrations of the most economically and socially deprived families and to house families with a broad range of income, and with the rent paying ability to achieve financial stability.

Incentives for Working Families

- a. The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities establish a flat rent for public housing units (Esperanza) based on the rental value of the unit. This option will be made available to tenants after September 30, 1999. The Housing Authority will conduct a rental survey of unassisted units in the area to assist in determining the market value of the public housing units.
- b. The Housing Authority will also consider the per unit operating cost in establishing flat rents. Flat rents are designed to encourage and reward employment and self-sufficiency. Residents who find jobs resulting in higher –income tenants will not see their rents above this flat rent. This provides an incentive for higher-income tenants to remain in public housing. Another incentive provided by a flat rent is tenants will only be required to go through a full recertification once every three years.
- c. The incentives referred to in the above section will be made available by the Housing Authority in a manner that allows for each eligible family to have the sole discretion in determining whether to accept the incentive. The Housing Authority will not take any adverse action toward any family member that chooses not to accept an incentive or occupancy of an offered unit. The skipping of a family on the waiting list to reach another family in order to implement the policy under this section shall not be considered an shall not be considered an adverse action and shall not be contestable.
- d. In order of the Housing Authority to maintain its “Three Housing Offer and Cancellation “ rule for applicant families, the Housing Authority will only offer the above incentives to an eligible family on the first housing offer which shall be considered an offer outside the Three Housing Offer rule. If the family rejects the incentives and complex offered, the family will remain eligible for three additional offers, without incentive. Each of these offers will count under the Three Offer Rule.

ATTACHMENT B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Alameda		Grant Type and Number Capital Fund Program Grant No: CA39P06290999 Replacement Housing Factor Grant No:			Federal FY of Grant: 1999
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	\$9,000	\$8,000	\$8,000	\$8,000
	Management Improvements Hard Costs				
4	1410 Administration	45,337	45,337	45,337	45,337
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	6,375	1,215	1,215	1,215
8	1440 Site Acquisition				
9	1450 Site Improvement		70,591	70,591	70,591
10	1460 Dwelling Structures	160,377	54,685	54,685	54,685
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	36,000	82,261	82,261	82,261
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000	0	0	0
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	\$262,089	\$262,089	\$262,089	\$262,089
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Housing Authority of the City of Alameda		Grant Type and Number Capital Fund Program Grant No: CA39P06290999 Replacement Housing Factor Grant No:				Federal FY of Grant: 1999			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
	Management operations – contract with Gordian Group for Job Order Contract consulting services.		1408					\$8,000	Work completed; all funds expended.
	Administration – Non-technical salaries for administrative, accounting, and housing management staff		1410.1					\$13,145	Work completed; all funds expended
	Administration – Technical salaries for Housing Facilities Manager and Reconstruction Specialist to oversee repairs and renovation work, monitor wage rate compliance, etc.		1410.2					\$22,000	Work completed; all funds expended.
	Employee Benefits for employees who provided services mentioned above.		1410.9					\$10,192	Work completed; all funds expended.
	Fees & Costs – building permits		1430					\$1,215	Work completed; all funds expended.
	Site Improvements – repair/repave parking lots, add handicapped parking spaces.		1450					\$70,591	Work completed; all funds expended.
	Dwelling Structures – completed unit rehabilitation.		1460			\$54,685		\$54,685	Work completed; all funds expended.
	Non-Dwelling Structures – rebuild storage sheds.		1470			\$82,261		\$82,261	Work completed; all funds expended.

Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the City of Alameda	Grant Type and Number Capital Fund Program Grant No: CA39P06250100 Replacement Housing Factor Grant No:	Federal FY of Grant: 2000
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☐ Original Annual Statement
 ☐ Reserve for Disasters/ Emergencies
 ☐ Revised Annual Statement (revision no:)
 ☒ Performance and Evaluation Report for Period Ending:
 ☐ Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$0	\$112,806	\$56,403	\$0
3	1408 Management Improvements Soft Costs	9,000	7,000	2,354	1,000
	Management Improvements Hard Costs				
4	1410 Administration	45,000	40,000	20,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	6,000	0	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement		25,400	0	0
10	1460 Dwelling Structures	180,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures		65,939	65,939	65,939
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000	0	0	0
18	1499 Development Activities				
19	1502 Contingency	6,145	0	0	0
	Amount of Annual Grant: (sum of lines.....)	\$251,145	\$251,145	\$92,429	\$66,939
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Alameda		Grant Type and Number Capital Fund Program Grant No: CA39P06250100 Replacement Housing Factor Grant No:					Federal FY of Grant: 2000		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
CA-062	Maintenance operations of the Esperanza public housing complex		1406			\$112,806		\$56,403	Midway through year
	Management operations – contract with Gordian Group for Job Order Contract consulting services -- terminated		1408			\$2,354		\$2,354	Contract terminated. Funds obligated.
	Administration – Non-technical salaries for administrative, accounting, and housing management staff		1410.1			\$10,840		\$5,420	Funds obligated for services rendered.
	Administration – Technical salaries for Housing Facilities Manager and Reconstruction Specialist to oversee repairs and renovation work, monitor wage rate compliance, etc.		1410.2			\$22,000		\$11,000	Funds obligated for services rendered.
	Employee Benefits for employees who provided services mentioned above.		1410.9			\$7,160		\$3,580	Funds obligated.
	Site Improvements 1. repair fence/wall bordering Main St 2. repair heaved sidewalks		1450			\$0 \$18,950		\$0 \$0	Fence repaired by in-house staff; contract for sidewalks to be signed.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

[illegible]

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Alameda		Grant Type and Number Capital Fund Program Grant No: Unknown – assumed for next year Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$215,327			\$0
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	40,768			0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				0
8	1440 Site Acquisition				
9	1450 Site Improvement				0
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				0
18	1499 Development Activities				
19	1502 Contingency				0
	Amount of Annual Grant: (sum of lines.....)	\$256,093			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)****Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Alameda		Grant Type and Number Capital Fund Program Grant No: Unknown -- assumed for next year Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		
CA-062	Maintenance operations of the Esperanza public housing complex		1406			\$215,397			
	Administration – Non-technical salaries for administrative, accounting, and housing management staff		1401.1			\$3,145			
	Administration – Technical salaries for Housing Facilities Manager and Reconstruction Specialist to oversee repairs and renovation work, monitor wage rate compliance, etc.		1410.2			\$30,000			
	Employee Benefits for employees who provided services mentioned above.		1410.9			\$7,623			

Part III: Implementation Schedule

[illegible]

Capital Fund Program Five-Year Action Plan

Part I: Summary

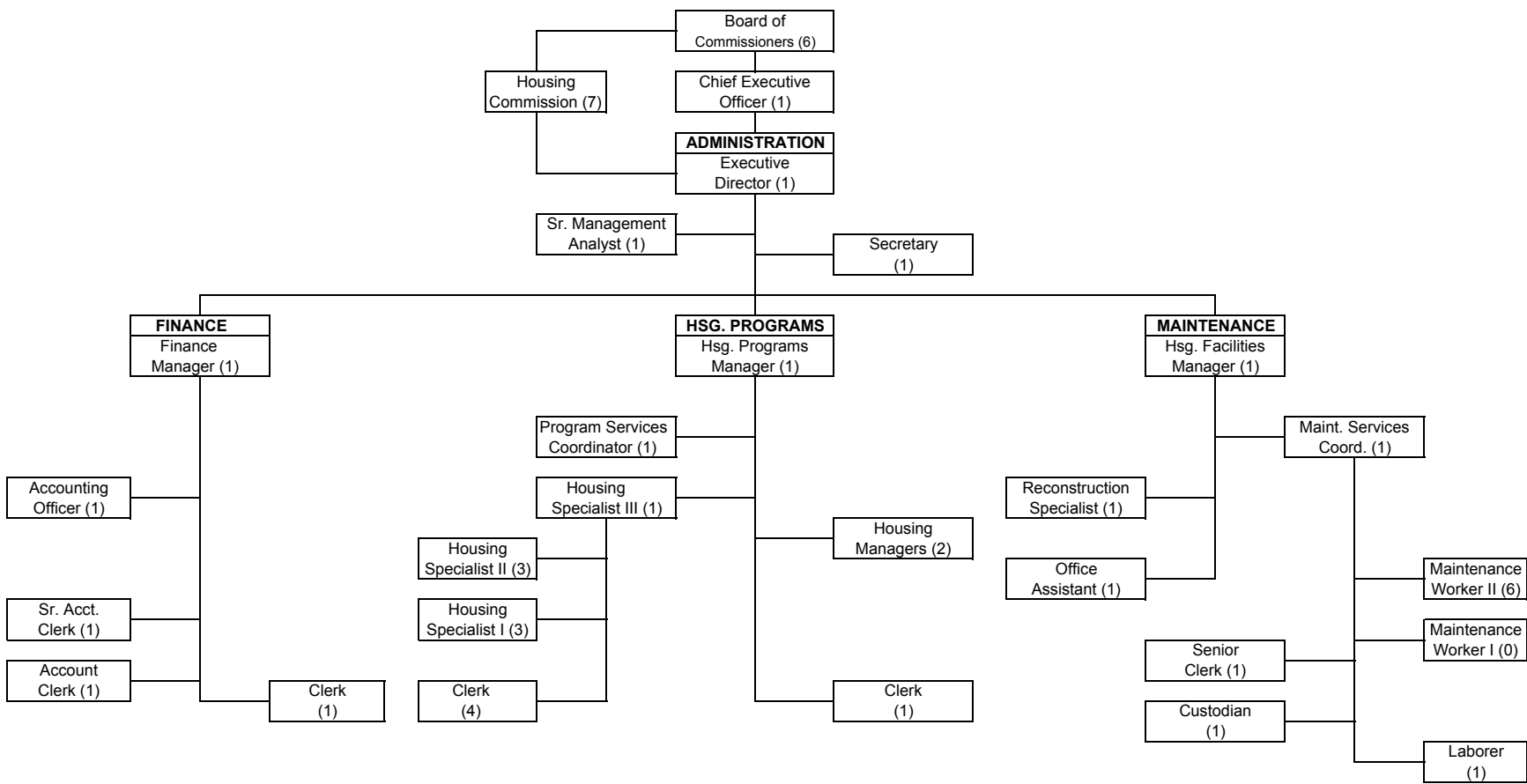
PHA Name Housing Authority of the City of Alameda				<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Yr 2 FFY Grant: 2000 & 2001 PHA FY: 7/1/02 – 6/30/03	Work Statement for Yr 3 FFY Grant: 2001 & 2002 PHA FY: 7/1/02 – 6/30/03	Work Statement for Yr 4 FFY Grant: 2002 & 2003 PHA FY: 7/1/03 – 6/30/04	Work Statement for Yr 5 FFY Grant: 2003 & 2004 PHA FY: 7/1/04 – 6/30/05
CA-062	Annual Statem ent	Maintenance operations and unit renovation with balance, which might include: - replacing handrails & hardware	Maintenance operations and unit renovation with balance, which might include: - replacing handrails & hardware	Maintenance operations and unit renovation with balance, which might include: - replacing handrails & hardware	Maintenance operations and unit renovation with balance, which might include: - replacing handrails & hardware
		- replacing flooring (abating asbestos)	- replacing flooring (abating asbestos)	- replacing flooring (abating asbestos)	- replacing flooring (abating asbestos)
		- replacing tubs/shower surrounds (abating asbestos), repairing water damage, replacing fixtures	- replacing tubs/shower surrounds (abating asbestos), repairing water damage, replacing fixtures	- replacing tubs/shower surrounds (abating asbestos), repairing water damage, replacing fixtures	- replacing tubs/shower surrounds (abating asbestos), repairing water damage, replacing fixtures
		- replacing water heaters, pressure valves w/safer more efficient ones	- replacing water heaters, pressure valves w/safer more efficient ones	- replacing water heaters, pressure valves w/safer more efficient ones	- replacing water heaters, pressure valves w/safer more efficient ones
		- repairing wall surfaces & painting throughout units	- repairing wall surfaces & painting throughout units	- repairing wall surfaces & painting throughout units	- repairing wall surfaces & painting throughout units
		- replacing kitchen & bath cabinets, counters and sinks w/durable products	- replacing kitchen & bath cabinets, counters and sinks w/durable products	- replacing kitchen & bath cabinets, counters and sinks w/durable products	- replacing kitchen & bath cabinets, cournters and sinks w/durable products
		- replacing roofs on mechanical storage sheds	- replacing roofs on mechanical storage sheds	- replacing roofs on mechanical storage sheds	- replacing roofs on mechanical storage sheds
		- repairing sidewalks	- repairing sidewalks	- repairing sidewalks	- repairing sidewalks
Total CFP Funds (Est.)		\$256,093	\$256,093	\$256,093	\$256,093
Total Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year: grant year 2001 FFY Grant: Unknown PHA FY: 7/1/01 – 6/30/02			Activities for Year: grant year 2000 FFY Grant: CA39P06250100 PHA FY: 7/1/01 – 6/30/02		
	1406 Operations – expect to expend 75% during fiscal year with balance in next fiscal year.			1406 Operations – expect to expend remaining 25% of funds.		
	1410 Administration – with 75% of activities planned for year, an equivalent expenditure for this line item is anticipated with the balance to be expended in the following year.			1408 Gordian Group contact terminated – expect \$4,646 savings in this line item to be reallocated to 1406 in a future budget revision and to expend all funds.		
				1410 Administration – expect to expend remaining 25% of funds.		
				1450 Site Improvements – expect to save \$6,450 in this line item to be reallocated to 1406 in a future budget revision and to expend all funds.		
				1470 Non-dwelling Structures. All work completed and funds expended.		

PHA MANAGEMENT ORGANIZATION CHART



Attachment D
HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA062)
Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

- 1. General Information/History**
- 2. PHDEP Plan Goals/Budget**
- 3. Milestones**
- 4. Certifications**

Section 1: General Information/History

A. Amount of PHDEP Grant \$29,483

B. Eligibility type (Indicate with an "x") N1_____ N2_____ R X

C. FFY in which funding is requested 2001

D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Crime Prevention Partnership Program of the Housing Authority of the City of Alameda consists of a comprehensive, three-pronged strategy to attack drug use and related crime at the Esperanza public housing complex. The strategy consists of aggressive community policing; after-school and summer youth activities with an emphasis on academic performance and drug resistance; and fostering economic independence for residents, specifically through the Esperanza Computer Resource Center. This year's PHDEP funding will support youth activities and the Computer Resource Center; community policing will continue to be funded from Housing Authority funds.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Esperanza	120	445

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months____ 12 Months__X__ 18 Months____ 24 Months____ Other ____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
X FY 1997	\$50,000	CA39DEP0620197	\$0		N/A
X FY1998	\$50,000	CA39DEP0620198	\$0		N/A
X FY1999	\$26,393	CA39DEP0620199	\$0		N/A
X FY 2000	\$27,507	CA39DEP0620100	\$6,877		6/30/2001

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Crime Prevention Partnership Program addresses the needs of the population of Esperanza to live in a safe community with a low crime rate and minimal drug activity through an aggressive community policing program, after-school recreational activities for youth, and a computer resource center that is available to all residents. PHDEP funded activities include the youth recreational program and the Computer Resource Center. The youth program provides after-school and summer recreational activities, with an emphasis on self-esteem, drug education information, development of leadership skills, as well as offering recreational and educational opportunities to participants. The Computer Resource Center serves both adults and youth with a variety of educational games and software, basic word processing and spread sheet programs and Internet access.

The Housing Authority works in partnership with the Alameda Police Department and with community-based organizations to provide these services. Oversight and evaluation of these programs occur through regular meetings of Housing Authority staff with direct service providers; reports to the Housing Commission; input from residents via the annual Town Hall Meeting and the Esperanza Resident Management Council; and surveys of Esperanza residents.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	\$29,483
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
TOTAL PHDEP FUNDING	\$29,483

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9160 - Drug Prevention					Total PHDEP Funding: \$29,483		
Goal #1	Keep crime rate at current low level.						
Objective #1	Provide positive recreational programming for youth.						
Objective #2	Offer technology resources for youth and adults through the Esperanza Computer Resource Center.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Esperanza Youth Services	130	Youth 8 – 18	7/1995	On going	\$22,483	\$38,493 (seeking grants)	Increase youth participation.
2. Esperanza Computer Center	60	All residents	6/1998	On going	\$7,000	\$3,000 (Xanthos grant)	Goal will be achieved
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160	Activities 1,2: 25%	\$7,370.75	Activities 1,2: 50%	\$14,741.50
9170				
9180				
9190				
TOTAL		\$7,370.75		\$14,741.50

Attachment E

RESIDENT ADVISORY COMMITTEE COMMENTS AND HOUSING AUTHORITY OF THE CITY OF ALAMEDA RESPONSES

ESPERANZA RESIDENT ADVISORY COMMITTEE

Designation of Public Housing for Occupancy by Elderly...Disabled:

Q: An RAC member asked about the availability of handicapped-accessible units.

A: Housing Authority staff advised that there are wheelchair-accessible units at various complexes, including approximately five units Esperanza.

Q: An RAC member mentioned a family of three living in a four-bedroom unit and whether they will be asked to move.

A: Housing Authority staff advised that the family would normally be assigned a two-bedroom unit but all the two-bedroom units at Esperanza have the bathroom on the second floor, which would be impossible for a person in a wheelchair to access. Housing Authority staff said that providing this family a four-bedroom unit, in essence overhousing the family, was a reasonable accommodation.

Q: An RAC member asked if the family could be required to move to another complex.

A: Housing Authority staff advised that he believes this family had a voucher but was unable to find a unit.

Community Service and Self-Sufficiency Programs:

Q: An RAC member mentioned the need for self-sufficiency and English as a Second Language (ESL) classes. She said she thought attendance at such meetings might improve if the residents understood English better. She also recommended having ESL classes on site. She said she knew they were available at the adult school but believes there is reluctance among the residents, especially the women, to leave the site for cultural reasons. She believes that there are 11 women who need the class. She reiterated the need to have the class on site because these women will not leave the site, will not answer the phone for cultural reasons.

A: Housing Authority staff said that there is a new principal at the adult school and she could be approached about the subject. Staff advised that the school has not been inclined in the past to come to Esperanza when the adult school offers ESL classes at Encinal High School, only two blocks away. Staff also advised that the school requires a minimum of 15 students to hold a class. Housing Authority staff advised that if there is interest, more energy could be put into promoting this program this year.

Safety and Crime Prevention Measures.

Q: An RAC member said she noticed a greater police presence lately.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

Public Housing Drug Elimination Program:

Q: An RAC member recommended more tutoring in math and reading.

A: Housing Authority staff said that she could ask Xanthos to put more emphasis on tutoring in these subjects.

Q: An RAC member recommended a mentoring program. She added that youth need skills training, that they were idle during the summer months.

A: Housing Authority staff discussed looking for other sources of funding (e.g., Boys and Girls Club) for such programs. Staff added that the summer youth employment program did not operate this past summer. Staff mentioned that the Boys and Girls Club targets younger children where Xanthos targets older youth.

Pet Policy:

Q: An RAC member approved the policy as written.

Q: An RAC member asked if pets are allowed for everyone.

A: Housing Authority staff said yes, but that HUD allows the Housing Authority to establish reasonable rules. He went on to describe the policy in detail.

Q: An RAC member asked if it is possible to survey or screen tenants before allowing them to have pets.

A: Housing Authority staff described the process for new and existing pets. He went on to say that the Housing Authority would have no way of knowing how an existing resident who requests to have a pet for the first time would treat that pet.

Q: An RAC member suggested that after so many months or a number of complaints, it should be like a strike against the resident.

A: Housing Authority staff read the relevant section of the policy that gives the Housing Authority the authority to remove a pet or to terminate tenancy.

SECTION 8 RESIDENT ADVISORY COMMITTEE

Q: An RAC member asked why the waiting list had not been opened for so long.

A: Housing Authority staff noted that there were more than 4600 families on the existing waiting list.

Q: An RAC member asked why no new public housing units had been developed.

A: Housing Authority staff advised that there are no funds available for public housing specifically; however, the Housing Authority had developed other types of housing with various sources of funding. He went on to describe several projects.

Q: An RAC member asked if all 4663 families on the waiting list are Alameda residents.

A: Housing Authority staff advised that approximately 800 of the initial 8000 families on the waiting list had been Alameda residents and that they were served first.

Q: An RAC member asked if there was any attempt to obtain the former Navy housing.

A: Housing Authority staff advised that there were about 225 units of former Navy housing with some restrictive availability. He also mentioned the new development in the area where between 15 and 20 percent of the housing units will be low- to moderate-income

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

housing. Staff also advised that a pending lawsuit related to this development may increase the percentage.

Q: An RAC member asked about the HOPE VI Revitalization funding.

A: Housing Authority staff advised that this type of funding generally goes to authorities like Oakland and San Francisco that need to address major problems with older public housing facilities – demolition and rebuilding.

Q: An RAC member asked if the Housing Authority was targeting the western end of the island.

A: Housing Authority staff advised that the western end of the island has not been targeted. He went on to say that historically, the housing on the western end has been more affordable. He went on to describe housing recently acquired and built in other areas of the city, including Anne B. Diamant Plaza, Lincoln/Willow, Stanford House, and the homeownership units on Regent Street and the ones under construction on Santa Clara. Staff also described 39 units of low-income housing being built by the Homeless Collaborative.

Q: An RAC member asked when these 39 units will be built.

A: Housing Authority staff advised that the target date for starting construction is about 2003.

Q: An RAC member asked for details on the Santa Clara units.

A: Housing Authority staff generally described the three homeownership units, the condominium association that was formed (e.g., \$50 association fees), the individual financing by the buyers (i.e., mortgages), and who the buyers are (i.e., Section 8 participant, public housing resident and other low-income resident).

Q: An RAC member asked if the condominium association fees are included on page 10 of the Template.

A: Housing Authority staff said no. He went on to describe what is included on this page. Staff added that this page only reflects income for public housing and the Section 8 programs specifically.

Q: An RAC member asked if the Esperanza Computer Resource Center is open to other than Esperanza residents.

A: Housing Authority staff advised no.

Q: An RAC member asked if there are plans to add a similar center at the Parrot Village complex.

A: Housing Authority staff advised no because there is no community center at the site.

Q: An RAC member asked about the housing units near the beach.

A: Housing Authority staff determined that the units in question are Playa del Alameda that had recently been purchased. He went on to describe how such privately-owned affordable units are at risk after 20 years, but that a new loan arrangement with the Housing Authority will keep this complex affordable for an additional 50 to 60 years.

Q: An RAC member asked if there are plans to repair the units.

A: Housing Authority staff advised that renovations are planned.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

Q: An RAC member noted that the Guyton Court Order and Settlement are mentioned in the Template and asked what that was about.

A: Housing Authority staff advised that Clayton Guyton and Modessa Henderson brought a lawsuit against the City of Alameda when Harbor Island, formerly Bridgeport Apartments, was no longer required to remain affordable after 20 years. A settlement was reached where the City and the Housing Authority would make 85 additional affordable units available within a specified date. Staff advised that this requirement had been met. He went on to advise that there is an additional stipulation in the Court Order requiring the City to meet Housing Element goals, the Housing Element being part of the General Plan.

Q: An RAC member asked where the 85 units are located.

A: Housing Authority staff described several of the units, including the seven condominiums, some of the units at 460 Buena Vista Avenue, Stanford House, and Lincoln/Willow.

Q: An RAC member how long the Housing Authority would be under the Court Order.

A: Housing Authority staff advised about five years.

Q: An RAC member asked when the Housing Authority started its criminal history screening.

A: Housing Authority staff advised that it started about two years ago.

Q: An RAC member asked about the number of unit turnover.

A: Housing Authority staff advised that there are about 10 units of public housing every year and approximately 300 in Section 8.

Q: An RAC member asked what happens when the number of family members in a household decreases.

A: Housing Authority staff described the difference in the processes for the managed housing programs and the Section 8 program when a family is overhoused. In the managed housing program, the family is moved to a unit within the same complex. Until the right sized unit is available, the family will stay in the larger unit. In the Section 8 program, the family must move to a smaller unit or can opt to pay additional rent as a result of the smaller payment standard.

Q: An RAC member asked how the Housing Authority finds out when a family member leaves the household.

A: Housing Authority staff advised that the family is required to report the change in household composition. He went on to describe how in some cases fraud has been discovered and that the possible result could be termination from the program.

Q: An RAC member asked how far back the criminal history screening goes.

A: Housing Authority staff said that he had not seen a criminal history but assumed they go back many years. He said that cases are evaluated individually and that a conviction 10 years ago might not be relevant today.

Q: An RAC member also asked whether that kind of evaluation was considered with rent history.

A: Housing Authority staff advised yes.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

Q: An RAC member asked if the Housing Authority is trying to obtain additional funding and asked if that is the purpose of the RAC meeting.

A: Housing Authority staff advised that the Housing Authority is always seeking additional funding. He reiterated the purpose of the RAC as an advisory body on all components of the Annual Plan.

Q: An RAC member asked what the difference is in the types of waiting lists.

A: Housing Authority staff advised that the sub-jurisdictional waiting would likely be separate waiting lists for different parts of the island. He said that site-based waiting lists would be having separate lists for each complex, such as Parrot Village, Anne B. Diamant, etc. Staff advised that the Housing Authority maintains a community-wide, or city-wide, waiting list.

Q: An RAC member asked if the Housing Authority owns any vacant land.

A: Housing Authority staff advised no.

Q: An RAC member asked if any vacant land was available.

A: Housing Authority staff advised that there is very little vacant land available. He went on to describe a piece of property that was partially vacant on Blanding Avenue that was considered for purchase for an eight-unit complex. Because of the industrial nature of the area and neighborhood opposition to the plan, the purchase was not approved. Staff described the nine-unit complex that will be built on the former car lot site near Kentucky Fried Chicken.

Q: An RAC member asked about the complex currently under construction near that site.

A: Housing Authority staff advised that the new complex would be a privately-owned assisted living facility.

Q: An RAC member asked how many applications were given out on the day the waiting list was opened.

A: Housing Authority staff advised that there were between 8000 and 9000 applications given out that day.

Q: An RAC member asked what happened to the families that have since come off the waiting list.

A: Housing Authority staff advised that some families are found not to be eligible, some move away from the area, and some have been assisted.

Q: An RAC member asked what are Housing Choice Vouchers.

A: Housing Authority staff advised that this is the new name for Vouchers. He went on to say that the Certificate and Voucher programs have been merged and that all Certificates and Vouchers will become Housing Choice Vouchers.

Q: An RAC member asked about the difference in a Certificate and a Voucher.

A: Housing Authority staff described the difference.

Q: An RAC member asked if Housing Authority staff could describe the HUD project in Mountain View saying that she was in need of a first floor unit because of her difficulty in climbing stairs.

A: Housing Authority staff said no. He went on to say that in a complex with an elevator, it may not be necessary to grant a first floor unit as a reasonable accommodation.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

Q: An RAC member asked why there is no time limit on housing assistance so that more people can be assisted.

A: Housing Authority staff provided the history on this issue. Ultimately, he stated that Congress has said no to time limits.

Q: An RAC member asked about the Bessie Coleman SRO Section 8 Moderate Rehabilitation Program.

A: Housing Authority staff described this Single Room Occupancy program, which would be in the old Navy Lodge, as efficiency units for single, homeless, and abused women. Housing Authority staff advised that the Housing Authority would be providing the Section 8 subsidy. He went on to say that it would be a project-based complex; therefore, the occupants would not be able to move to another location with their Vouchers.

Q: An RAC member asked about the Mainstream Voucher Program.

A: Housing Authority staff described it as a program for disabled persons.

Q: An RAC member asked if a person has a Voucher and becomes disabled if the person has to get a Mainstream Voucher.

A: Housing Authority staff advised that this is not the case that the Mainstream Program is a new program that is targeted to persons with disabilities. It does not affect any persons/families currently in the Section 8 program.

Q: An RAC member asked whether an Esperanza resident could get on the waiting list for a Section 8 voucher.

A: Housing Authority staff advised yes when the waiting list is open.

Q: An RAC member said it was necessary for her to be an Alameda resident to apply and asked what the requirement is now.

A: Housing Authority staff advised that Alameda residency, also applicable to people who work in Alameda, is a preference for obtaining housing assistance. He went on to say that there is a requirement that new voucher holders live in Alameda one year. He also advised that this is a local rule and is subject to change. He advised the RAC that it could recommend that it be changed or remain the same. Staff added that voucher holders that move to different jurisdictions adversely affect the Housing Authority's funding.

Q: An RAC member asked where the 85 units are that were built to comply with the Guyton Court Order.

A: Housing Authority staff again described where most of these units are.

Q: An RAC member asked how the Section 8 program is affected by the city's rising rents.

A: Housing Authority staff described how the market is driving up rents to amounts beyond what voucher holders can afford. He discussed the efforts the Housing Authority is making to help voucher holders by raising the payment standards as often as possible with the latest increase to go into effect December 1, 2000. Staff also mentioned that regulations prohibit voucher holders from paying in excess of 40 percent of their income for rent making it difficult for them to find a unit to lease.

Q: An RAC member asked if there was an incentive for landlords to rent to Section 8 tenants and mentioned seeing a \$50 gift certificate in the newspaper.

HOUSING AUTHORITY OF THE CITY OF ALAMEDA (CA 062)
RESIDENT ADVISORY COMMITTEE RESPONSES AND AUTHORITY RESPONSES

A: Housing Authority staff advised that there are no HUD incentives, other than guaranteed rent payments. He said that the \$50 gift certificate and a gift package, with items like smoke detectors, are methods devised by the Housing Authority to market aggressively the program. Staff also mentioned that the new lead-based paint requirements also makes it difficult for landlords to consider renting to Section 8 participants.

On page 26 of the Template, staff pointed out the section on Payment Standards. Staff advised that the Housing Authority would continue to do all it can to raise its payment standards. He described how Fair Market Rents are determined and are applicable to all of Alameda and Contra Costa County. He said that two-county average would produce a payment standard too low for this jurisdiction. Staff went on to say that this situation was changing somewhat as rents are rising throughout the two-county area.

Q: An RAC member asked if any property management firms work with the Housing Authority to rent to Section 8 participants.

A: Housing Authority staff advised that the Housing Authority has established a good relationship with several property management firms. He said that Housing Authority staff are well aware of how many units they manage and, therefore, how important it is to maintain those relationships.

Q: An RAC member asked if there are Housing Authority maintenance requirement for private rental units for which the management is responsible. The RAC member specifically mentioned laundry rooms being left open all night.

A: Housing Authority staff advised that properties with Section 8 residents must meet Housing Quality Standards. He went on to mention that this would not include the hours that laundry facilities are open. On the other hand, HQS standards would include things like correcting trip hazards.

Q: An RAC member asked about the minimum rent hardship exemptions.

A: Housing Authority staff described some of the exemptions and said that a list would be brought to the next meeting.

Q: An RAC member asked for the definition of a High Performing and Small Housing Authority.

A: Housing Authority staff advised that HUD has a method for measuring housing authority performance in managing the public housing program. Under the old method, Public Housing Management Assessment Program (PHMAP), the Alameda Housing Authority was a High Performer. Under the new method, Public Housing Assessment System (PHAS), it is much more difficult to be a High Performer. A score of 90 or above is required to be a High Performer. Housing Authority staff advised that a small housing authority is one with less than 250 public housing units. He went on to say that HUD has revised the definition as it relates to the Agency Plan to one that has less than 250 public housing units and Section 8 participants.

Q: An RAC member as what PHDEP is.

A: Housing Authority staff advised that this refers to the Public Housing Drug Elimination Program, which partially funds the Esperanza Youth Project and the Esperanza Computer Resource Center.

Q: An RAC member asked if a Section 8 participant will be taken off the program if he or she uses drugs away from the rental unit. This person also asked what happens when it is a guest.

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- A: Housing Authority staff responded yes, if it involves the participant, whether on the premises or off the premises. He advised that it applies to guests only on the premises. He went on to say that the Housing Authority has some discretion in how the rules are applied and is willing to consider the circumstances. He emphasized that the Housing Authority is in the business of housing people though, it is also important that the rules be followed.
- Q: An RAC member asked if a family finds a rental unit but it has lead-based paint whether the Housing Authority would allow the family to rent the unit.
- A: Housing Authority staff advised no, unless the landlord was willing to do something about the lead-based paint. He went on to say how difficult this situation is in Alameda because of the older housing stock.
- Q: An RAC member asked whether a family could paint the unit to resolve the lead-based paint problem.
- A: Housing Authority staff said he would obtain additional information on this issue for the next meeting. He said lead-based paint is more problematic when there are children in the household that are under seven years of age. Staff advised that Section 8 families should have chipping and peeling paint repaired, even if they have to do it themselves, before an inspection takes place.
- Q: An RAC member asked what should a resident do if there are things on the Harbor Island "not to do" list which she has already done. She mentioned having already installed extra towel bars.
- A: Housing Authority staff advised that the landlord has the right to change the rules. He advised the member that the towels bars that were installed now belong to the landlord. He said that it is likely not a problem unless one is damaged and she should want to replace it.
- Q: An RAC member stated that she likes the Community Service Requirement and asked if there is an age limit.
- A: Housing Authority staff advised that this requirement only applies to public housing residents and that there are exemptions for seniors, children, some handicapped persons, working persons and persons attending school.
- Q: An RAC member asked if the Family Self-Sufficiency (FSS) Program could be extended to public housing residents.
- A: Housing Authority staff advised that it is a good program but it is very labor intensive. He said that there were some 30 families in FSS at one time. Staff have projected that there will be 16 at the start of the new fiscal year because of the number of participants expected to graduate.
- Q: An RAC member asked what the goal of the FSS program is.
- A: Housing Authority staff advised that the goal is to get participants off public assistance, not necessarily off the Section 8 program. He went on to say that most of the graduates have left the program because of their increased income.
- Q: An RAC member asked about how many extensions beyond 120 days can a voucher holder receive to search for a unit.
- A: Housing Authority staff advised that extensions beyond 120 days are only provided as a reasonable accommodation for a disabled person. He went on to say that extensions are seldom effective. (See additional questions and answers on this topic on page 13.)

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- Q: An RAC member asked whether his friend, waiting for a lung transplant, can move to Oakland.
- A: Housing Authority staff advised that Section 8 voucher holders must live in Alameda the first year because it is a lease requirement.
- Q: An RAC member asked if the number of managed housing units is likely to increase (Attachment I).
- A: Housing Authority staff said yes, that he wants to increase the number of units. He mentioned that a copy of the Five-Year Strategic Plan would be brought to the next meeting, which discusses this issue.
- Q: An RAC member asked if the number of Section 8 units would also increase.
- A: Housing Authority staff said that the goal is to increase the lease up rate by about 200.
- Q: An RAC member asked if there is a plan to increase funding for more staff.
- A: Housing Authority staff advised no, that currently the Housing Authority is continuing to try to do more with less. He said that if there are program increases, additional staff will be considered.
- Q: An RAC member asked how much it cost to renovate an Esperanza unit and how long it takes to do it.
- A: Housing Authority staff referred to the Five-Year Capital Plan for Esperanza and advised that the Housing Authority will need approximately \$350,000 this year and another \$200,000 in each of the next five years for renovations at Esperanza.
- Q: An RAC member asked whether acquiring land, if it becomes available, is in the Template.
- A: Housing Authority staff advised that it is in the Strategic Plan and it will be available at the next meeting.
- Q: An RAC member asked if other Bay Area communities, other than Oakland, getting more or less money than Alameda.
- A: Housing Authority staff advised that Alameda is receiving more than communities such as Berkeley and San Leandro (program run by Alameda County Housing Authority). He said Oakland receives more funding because of its size and per capita because of its greater need.
- Q: An RAC member asked why Alameda has its own housing authority and did not become part of the Alameda County Housing Authority.
- A: Housing Authority staff said that the Housing Authority of the City of Alameda was created in 1940 because of the Alameda Naval Air Station before the Alameda County Housing Authority was created.
- Q: An RAC member asked about the guidelines for acceptable Section 8 rental housing.
- A: Housing Authority staff advised that they are Housing Quality Standards.
- Q: An RAC member asked whether the size of rooms is considered. She also asked whether a converted garage would be acceptable and whether the kitchen has to have a vent.
- A: Housing Authority staff said no, that Housing Quality Standards are not code standards. He went on to say that there must be proper ventilation. He said he would have to see

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the garage to know whether or not it meets HQS. Staff said that it would have to be a legal unit, one that has been approved by the City of Alameda. Staff said he did not know whether or not a vent was required in the kitchen.

Q: An RAC member asked about the Section 8 Homeownership Program.

A: Because of the high housing costs in Alameda, the Housing Authority does not think that this program will work at this time.

Q: An RAC member asked whether the Housing Authority has considered selling any units to the tenants.

A: Housing Authority staff described the new homeownership units and that the buyers have all been public housing or other tenants and Section 8 participants. He went on to say that converting existing rental units would take much-needed rental units off the market. Staff also advised that most units would be too expensive for the tenants to purchase. He also mentioned that condominium law makes conversion of existing units difficult. He said that the Housing Authority is looking into other options for complexes like 460 Buena Vista Avenue, such as cooperatives, tenant-in-common.

Q: An RAC member asked why the units at 460 Buena Vista Avenue were going to be sold.

A: Housing Authority staff advised that the Housing Authority wants to make some homeownership units available.

Q: An RAC member asked if all bedrooms must have a closet.

A: Housing Authority staff said no, that armoires could be used.

Q: An RAC member asked whether or not the Housing Authority provides smoke detectors.

A: Housing Authority staff advised that all managed units have smoke detectors. He went on to describe how many tenants will disable these smoke detectors.

Q: An RAC member asked if the Housing Authority plans to renovate units with computer use in mind and if electronic communication means are being planned.

A: Housing Authority staff advised that units would not be rewired for computers although that may be possible for new units. Various means of electronic communication are being considered. Alameda Power and Telecom would like the Housing Authority to wire units for Internet connection.

Q: An RAC member asked if the Housing Authority would be getting the capability to broadcast a message via phone to all tenants simultaneously.

A: Housing Authority staff advised yes.

Q: An RAC member asked when the Housing Authority started conducting criminal history checks.

A: Housing Authority staff advised two years ago.

Q: An RAC member asked what the policy is for overnight guests at the complexes.

A: Housing Authority staff advised that guests may stay no more than 14 consecutive days. Staff added that there also is a limited number of days annually.

Q: RAC members asked for a description of the following Housing Authority Management and Maintenance Policies: Claims Board, Investment Policy, Disposition of Surplus Personal Property, and Procurement Policy.

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A: Housing Authority staff provided a brief explanation of each. Staff advised that a full copy of any of the policies or procedures is available for any RAC member who wishes it. No one requested copies.

Q: An RAC member asked the age of Esperanza.

A: Housing Authority staff advised that it was built in 1972.

Q: An RAC member asked if the Housing Authority bids out repairs or does them with staff.

A: Housing Authority staff advised that it depends on the type and extent of the repair. Large projects are bid out.

Q: An RAC member asked how the Housing Authority distinguishes between a person who is wheelchair disabled and another person who has a disability that makes it difficult for her to walk.

A: Housing Authority staff advised that the Housing Authority does not make a determination of disability. That determination is made by a health care professional. The type or configuration of a unit is then made appropriate to the person's disability as described by the physician.

Q: An RAC member asked what the Housing Authority can do when a landlord will not lease a unit to a Section 8 voucher holder.

A: Housing Authority staff advised that it is a goal of the Housing Authority to keep and attract more landlords to the Section 8 program. He described the Section 8 Landlord of the Year recognition program, the \$50 gift certificate for new landlords or existing landlords who lease more units. He also described how issuing the first housing assistance payments checks within 48 hours reassures new landlords. All these methods and others are used to keep and attract landlords to the program.

Q: An RAC member asked what the Housing Authority can do about rents going up every year.

A: Housing Authority staff said that the Housing Authority tries to raise the payment standard as often as possible so tenants are not affected as much by increased rents. He also described the Red Cross program that helps to cover increases in security deposits that sometimes accompanying rent increases.

Q: An RAC member asked whether interest is paid on security deposits.

A: Housing Authority staff advised that a landlord probably earns interest on security deposits but is not required to return that interest to the tenant when the tenant leaves the unit.

Q: An RAC member asked if there is a limit on how much a landlord can raise rent.

A: Housing Authority staff advised no.

Q: An RAC member asked if the Housing Authority projects what rents will be over the next five years.

A: Housing Authority staff advised no that HUD sets the Fair Market Rents (FMRs). He said that the Housing Authority has the authority to set payment standards at 110% of FMRs. Staff added that a survey must be completed and the results submitted to HUD to go any higher than 110%. He advised that the Housing Authority assumes that this process will have to be repeated at least annually.

Q: An RAC member asked what PHDEP stands for.

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A: Staff advised that it stands for Public Housing Drug Elimination Program. She went on to describe the program and the proposed budget for the program referencing Attachment D of the Annual Plan.

Q: An RAC member asked how many youth are at Esperanza.

A: Housing Authority staff responded that there are approximately 250.

Q: An RAC member asked if there is much crime at Esperanza.

A: Housing Authority staff responded that it is about the same at Esperanza as it is for the city as a whole. He went on to describe the typical activities at Esperanza that result in reports being written or arrests made (e.g., vandalism, graffiti, etc.).

Q: An RAC member asked what happens when a public housing tenant commits a crime.

A: Housing Authority staff advised that it depends on the crime, but if it is a drug-related criminal or violent criminal activity, the Housing Authority will evict them. He said that this has probably happened two or three times in as many years. Staff advised that for Section 8 participants it means termination of housing assistance.

Q: An RAC member asked if there is a limit on certain types of crimes, for instance domestic violence, before the resident is evicted.

A: Housing Authority staff advised that a determination is made on a case-by-case basis and a decision on eviction can be affected by how much the neighbors are disturbed.

Q: An RAC member asked if a child turns 18 and is living with a parent(s) in public housing or Section 8, can that child receive assistance.

A: Housing Authority staff advised that the child would have to be added to the waiting list when the list was open. The child would not automatically receive assistance because he or she turned 18 years of age.

Q: An RAC member asked if the 18 year old could remain in the assisted household.

A: Housing Authority staff advised yes.

Q: An RAC member asked how many residents were on the Esperanza Resident Management Council (ERMC).

A: Housing Authority staff said she was not sure of the exact number at the moment but that the ERMC's by laws provide for six to nine members.

Q: An RAC member asked if the ERMC could choose to be a polling place as a means of raising money.

A: Housing Authority staff advised that the ERMC could hold a fund raiser. He added that the ERMC office is not large enough to use as a polling place.

Q: An RAC member asked how the Guiding Principles are implemented.

A: Housing Authority staff advised that these principles guide the Housing Authority as it implements its goals and objectives.

Q: An RAC member asked if the Housing Authority has translators.

A: Housing Authority staff advised that the Authority has several members of staff fluent in other languages and that there are other sources for interpreters.

Q: An RAC member asked what qualifies as low-income.

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A: Housing Authority staff advised that the dollar amount varies with the size of the family, but that income must be no more than 50% of median.

Q: An RAC member asked if the Housing Authority expects to meet its goals, whether they are realistic.

A: Housing Authority staff said he believes the goals are realistic and will be met though the deadlines may have to be adjusted. Staff added that each objective has a Housing Authority staff member who is its "champion," someone who makes sure that the objective will be achieved.

Q: An RAC member asked how many landlords are participating in the Section 8 program.

A: Housing Authority staff advised that there are between 500 and 600.

At another meeting, the Housing Authority proposed changing the search time provisions for all Section 8 voucher holders to allow for one 60-day extension beyond 120 days. The questions and answers received at that meeting include:

Q: An RAC member asked how a voucher holder would show proof that he or she has been looking for housing during the 120-day period.

A: Housing Authority staff advised that the voucher holder is asked to keep a list of addresses where housing was sought and the result of the attempts.

Q: An RAC member stated that the idea was good.

A: Staff advised that this was a response to the housing market and the difficulty voucher holders are facing finding units.

Q: An RAC member asked if past evictions prevent a Section 8 voucher holder from getting housing.

A: Housing Authority staff advised that a booklet is provided to voucher holders that discusses evictions, poor credit, and other obstacles that might prevent a landlord from renting to them. The booklet suggests honesty and explains how to sell oneself to prospective landlords.

Q: An RAC member asked if the vouchers have to be turned in after 120 days.

A: Housing Authority staff advised that the vouchers have an expiration date.

Q: An RAC member asked if the vouchers are issued with a preference to Alameda residents.

A: Housing Authority staff explained that the position on the Authority's waiting list is determined by date and time of application as well as local preferences including Alameda residency, which includes persons who live or work in Alameda.

Q: An RAC member asked if there is a preference for refugees.

A: Housing Authority staff said there is no specific preference for refugees.

Q: An RAC member asked how one could access a list of current Section 8 landlords.

A: Housing Authority staff advised that a computerized list is maintained. She also said that all landlords are encouraged to let the Housing Authority know when they have vacancies. The Housing Authority will assist the landlords in filling vacancies. She also stated that the Authority maintains its own list of available units that are posted.

Q: An RAC member asked if units are inspected before they are offered.

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A: Housing Authority staff said no, that the inspection is completed when a voucher holder submits a Request for Lease Approval.

Attachment F

IMPLEMENTATION OF PUBLIC HOUSING COMMUNITY SERVICE REQUIREMENTS

The implementation effective date for the Housing Authority of the City of Alameda is July 1, 2001. The Housing Authority has taken the following actions to implement the Community Service Requirements:

1. Modified the Admissions and Continued Occupancy Policy (ACOP) to describe:
 - What the community service requirement is
 - Who is exempt
 - Notification requirements
 - Volunteer opportunities available
 - The process for determining compliance
 - How compliance will be assured
 - How the Housing Authority will notify the family of non-compliance
 - How the family has the opportunity for cure
2. Is in the process of modifying the public housing lease to include the tenant's responsibility to participate for a minimum of eight hours per month in a community service project, state that this requirement applies to all non-exempt adult members of the tenant household, and the consequences of failure to perform the requirement community service.
3. Is preparing to send the lease document to all residents for the 30-day comment period and to notify all tenants of the new community service requirement.
4. Determined that the Housing Authority will administer the community service requirement. If the Housing Authority determines, however, that the administrative burden is too much, a third-party administrator may be obtained. The ACOP allows for either the Housing Authority or a third party to administer the requirement.
5. Is planning to partner with several local agencies to implement the community service requirement. Among the likely candidates are:
 - Alameda Food Bank
 - Alameda Red Cross
 - Alameda Hospital
 - Alameda Unified School District

The Housing Authority will seek additional partners throughout Alameda and the surrounding communities.

Attachment G

DESCRIPTION OF PET POLICY

Animals that are used to assist persons with disabilities are allowed in the Esperanza public housing complex. This policy applies to all other animals. The primary features of the Housing Authority's Pet Policy are:

- Pet ownership is allowed at Esperanza with prior written approval of the Authority. A signed Pet Agreement must be made a part of the lease.
- Residents assume full responsibility and liability for their pets and are responsible for pet-caused damage.
- Only common household pets are permitted. There are limitations on the size of animals, aquariums, bird cages, and the number of animals.
- Pets must be appropriately inoculated against rabies, distemper and other conditions required by state or local government.
- A non-refundable deposit is required to cover the general costs to the Housing Authority associated with pet ownership. A refundable damage deposit also is required.
- Repeated, substantiated complaints of pets disturbing the peace (i.e., noise, odor, animal waste, etc.), may result in the owner having to remove the pet or move.
- Pets must be kept within the unit or on a leash. Owners must physically control their pets when Authority personnel are on the premises. Owners must clean up after their pets. Pets are not permitted in indoor public areas of the complex.
- Pets, with some exceptions, may not be left unattended for over 24 hours. Unattended pets will be collected and boarded at the expense of the owner.
- Pets must be fed and cared for appropriately.
- Pets may not be kept, bred or used for any commercial purpose.
- Appropriate cat litter boxes must be maintained and the litter disposed of appropriately.
- Pets that cause harm to any person may be required to be removed from the property; the owner may be subject to termination of his/her lease.
- Violations of conditions of the Pet Policy may result in the owner having to remove the pet from Esperanza within 14 calendar days of written notice and the pet owner may be subject to lease termination.
- Visitors' pets are not permitted at Esperanza, except as part of the visiting pets program sponsored by the Human Society or other volunteer group.
- Pets determined to be a nuisance or threat to the health or safety of other persons may be removed from the premises.
- When a pet owner is ill or dies and cannot care for the pet, the Housing Authority will call the emergency caregiver or Animal Control to take and care for the pet until appropriate arrangements can be made. The pet owner bears financial responsibility.

[Note: The policy has been reviewed by the Resident Advisory Committee; no changes were recommended. The Housing Commission will not adopt until April 18, 2001. No changes to this document are anticipated.]

Attachment H

STATEMENT OF PROGRESS IN MEETING FIVE-YEAR PLAN'S MISSION AND GOALS

The Housing Authority's **Mission** is: **The Housing Authority of the City of Alameda, in partnership with the entire community, advocates and provides quality, affordable safe housing; encourages self-sufficiency; and strengthens community inclusiveness and diversity in housing.**

The Housing Authority continues to partner with community organizations, other governmental agencies, residents, etc., to retain and increase the level of affordable housing in Alameda. Retention of affordable housing is a serious concern in the present housing market. To that end, the Housing Authority is taking innovative measures to retain and attract new property owners to the Section 8 program. The Housing Authority continues to maintain its current housing stock in excellent condition so that these complexes are a source of community pride as well as safe homes for the occupants. The diversity of the residents served is reflected in the diversity of the Housing Authority's staff. Community inclusiveness and diversity continue to be of primary importance to this agency.

The Housing Authority's **Goals** and progress toward reaching them are:

1. Maintain and expand quality, safe and affordable housing throughout the city of Alameda. The Housing Authority continues to maintain its 572 rental housing units and is making a concerted effort to manage the Section 8 program in an efficient and effective manner. The Owners' Workshop held in October 2000 is an example of the innovative approaches the Housing Authority is taking to retain and attract property owners to the Section 8 program. It will be repeated because of the positive and overwhelming reception this workshop generated. The Housing Authority has issued all 175 Mainstream and Welfare-to-Work vouchers and has provided extensions whenever possible to allow voucher holders the opportunity to find units. Three new homeownership units were completed and the new owners – former public housing tenant, Section 8 participant and low-income tenant – took possession in late 2000.

2. Achieve full potential as an organization through improved communications, work relationships and staff development. The Housing Authority has adopted a new model for all agency meetings; is finalizing guidelines for improved communications and team practices; and is in the process of developing a formal approach to staff development and career advancement for management and line staff.

3. Provide the highest quality of service for all our customers. The Housing Authority adopted Principles to Ensure Quality Client Service; is expanding the calendar of programs and activities to better coordinate services; and is developing a system for increasing feedback and communication with customers.

4. Promote greater family self-reliance and community responsibility. The Housing Authority has developed and will soon be implementing a program to train residents on home maintenance and repairs. The calendar of programs and activities, mentioned above, is being expanded. No progress has been made in developing an effective resident association at Anne B. Diamant Plaza. Briefings continue for new Section 8 voucher holders to educate them on their Family Obligations. A meeting was held with the Esperanza Resident Management Association to inform this group about public housing families' responsibilities under the new lease. A meeting with all residents has been scheduled.

Attachment I

Resident Member on the PHA Governing Board

1. ☒ Yes ☐ No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: **Michael John Torrey**

B. How was the resident board member selected: (select one)?

☐ Elected

☒ Appointed

C. The term of appointment is (include the date term expires): **2004**

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- ☐ the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- ☐ the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

☐ Other (explain):

B. Date of next term expiration of a governing board member: **2004**

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

The other five members of the Board of Commissioners appoint the resident board member. Currently, the other five members are:

Ralph Appezzato

Tony Daysog

Al DeWitt

Barbara Kerr

Beverly Johnson

Attachment J

Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

The Public Housing Resident Advisory Committee members are:

Eddie Alfone
Althea Franklin
Theresa Shavers
Denise Taylor
Joyce Woods

The Section 8 Resident Advisory Committee members are:

Natalie Boyson
Helen Holbrook
Barbara Mandolph
Garnetta King
Bessie Riley
Rodha Robinson
Donald Alexander

Lvraxeer Ai - Alternate